

PAVEMENT LICENCES POLICY

BUSINESS AND PLANNING ACT 2020

1 INTRODUCTION

The Business and Planning Act 2020 was passed to promote economic recovery and growth in response to the economic impacts of the global Covid-19 pandemic.

The Act includes urgent provisions designed to make it easier for premises in England serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing and the issuing of pavement licences

Stroud District Council is the appropriate local authority for issuing pavement licences in Stroud district.

This new pavement licence introduces a streamlined route for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway. The aim of the legislation is to support businesses to operate safely while social distancing measures remain in place

The temporary licensing regime will be in place until 30 September 2021 when these provisions are due to expire in accordance with section 10 of the Act. (Update – subsequent regulations extended the regime to 30th September 2022 and then further to 30th September 2023)

This policy has been adopted on 3 August 2020 as an emergency measure by Stroud District Council's Head of Health and Wellbeing in accordance with the delegations afforded to him in Stroud District Council's Constitution.

2 SCOPE OF PAVEMENT LICENCES

This is a temporary measure to support businesses while social distancing measures may still be in place until the end of September 2021. (End date amended to September 2023)

Types of Businesses

Any business which sells food or drink for consumption (on or off the premises) can apply for a pavement licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, including where this is ancillary to another main another use, for example supermarkets, or entertainment venues which sell food and drink. The area of pavement must be adjacent to the business location.

Activities Permitted

A pavement licence permits the business to place furniture on the pavement to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

Locations Permitted

Licences can only be granted in respect of highways listed in section 115A(1) Highways Act 1980. Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over Crown land are exempt (so a licence cannot be granted).

Furniture Permitted

The furniture which may be used is:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink

3 ON AND OFF SALES OF ALCOHOL

The Business and Planning Act 2020 provides that businesses that have a premises licence under the Licensing Act 2003 authorising sale of alcohol for consumption on the premises, are automatically given the provision to make off sales of alcohol. This means that where a business holds a Pavement Licence any alcohol purchased within the premises may be consumed outside.

4 PLANNING PERMISSION

Where a pavement licence is granted, the licence holder will also benefit from deemed planning permission to use the land for anything done under the pavement licence.

5 STREET DRINKING BANS

Stroud and Dursley have Public Places Protection Orders which prohibit the drinking of alcohol in the street. These orders will not apply for the area covered by a pavement licence.

6 APPLICATION PROCESS

Submission of the Application

An application for a Pavement Licence must be made to the Council on the appropriate form, and accompanied by:

- A plan showing the location of the premises marked by a red line, so the application site can be clearly identified
- A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items of furniture to be placed on the highway. The plan shall include

clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.

- Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied.

The applicant must also have public liability insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million before the licence can be utilised.

An application will not be considered complete (valid) until the application form, all required documents and the application fee have all been received. The public consultation period will not commence until the day after a complete application has been made.

The Application Form is Appendix 1

Fee

The fee for applying for a licence under the new process is set locally, but capped at £100. The Council has determined that the fee for applications will be £100.

Consultation

Applications are consulted upon for 7 days, starting on the day after which a valid application is received by the Council.

The Council will publish details of the application on its website at www.stroud.gov.uk

The Council is required by law to consult with the Highway Authority. In addition, to ensure that there are no unacceptable detrimental effects arising from the application proposals, the Council will consult with:

- Gloucestershire Highways
- Relevant Town or Parish Council
- Relevant Ward Councillors
- Gloucestershire Police
- Stroud District Council's Environmental Protection Team
- Stroud District Council's Health and Safety Team
- Stroud District Council's Neighbourhood Wardens

From the day after the consultation period ends the Licensing Team has 7 days to make a decision. If the Council fails to make a decision within the 7 days, the pavement licence will be deemed to be granted.

Members of the public and others listed above can contact the Council to make representations.

The Council must take into account representations received during the public consultation period and consider these when determining the application.

Site Notice

An applicant for a pavement licence must on the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must be constructed and secured so that it remains in place until the end of the public consultation period. Evidence of the site notice requirement having been complied with must be supplied to the Council

The Site Notice must:

- state that the application has been made and the date on which it was made;
- state the statutory provisions under which the application is made;
- state the address of the premises and name of the business;
- describe the proposed use of the furniture;
- indicate that representations relating to the application may be made to the Council during the public consultation period and when that period comes to an end;
- state the Council's website where the application and any accompanying material can be viewed during the consultation period;
- state the address to which representations should be sent during the consultation period; and
- the end date of the consultation (7 days starting the day after the application is submitted to the authority).

A template Site Notice is shown as Appendix 2.

Site Assessment

The following matters will be used by the Council and consultees in considering the suitability of the proposal:

- public health and safety – for example, ensuring that uses conform with latest guidance on social distancing and any reasonable crowd management measures needed as a result of a licence being granted and businesses reopening;
- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
 - any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
 - whether there are other permanent street furniture or structures in place on the footway that already reduce access;
 - the impact on any neighbouring premises;

- the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#), and
- other users of the space, for example, if there are high levels of pedestrian or cycle movements.

Applicants are strongly encouraged to talk to neighbouring businesses and occupiers prior to applying to the local authority, and so take any issues around noise, and nuisance into consideration as part of the proposal. Discussions with neighbours should consider any plans neighbouring businesses have to also place tables and chairs on the highway and plans for customers to queue outside.

3.6 Determination

Once the application is submitted the Council has 14 days from the day after the application is made (excluding public holidays) to consult on, and determine the application. This consists of 7 days for public consultation, and then 7 days to consider and determine the application after the consultation.

If the local authority determines the application before the end of the determination period the local authority can:

- grant the licence in respect of any or all of the purposes specified in the application,
- grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or
- refuse the application.

If the local authority does not determine the application within the 14 day period, the application will be deemed to have been granted. Consultees will therefore be informed that failure to respond within the stated timeframe will be considered as consent.

Approval of Applications

The Council may approve applications meeting the criteria contained within these guidelines.

On approving the application, the Council will issue a Pavement Licence to which conditions will be attached. The licence will also contain specific terms such as days and hours when tables and chairs are permitted and the appearance and location of the furniture corresponding to the application.

A copy of the Council's standard conditions, which will be attached to all Pavement Café Licences are shown at Appendix 3. Additional conditions may be attached if the Council considers it appropriate in the circumstances of any particular case.

The Council generally will only permit Pavement Cafés to operate between 08:00 and 22:00hrs. Applicants are encouraged to not apply outside of these times.

Applications outside these hours will be assessed in terms of the criteria detailed above regardless of whether objections have been made or not. The Council however

retains the right to specify permitted hours of trading that are less than those specified above in appropriate circumstances.

7 LICENCE DURATION

If the Council determines an application before the end of the determination period (which is 7 days, beginning with the first day after the public consultation period, excluding public holidays) the Council can specify the duration of the licence, subject to a minimum duration of 3 months.

The expectation from the Government is that local authorities will grant licences for 12 months or more unless there are good reasons for granting a licence for a shorter period such as plans for future changes in use of road space. As such, the Council will normally grant applications until 30 September 2021. (Amended to 30 September 2023)

If a licence is 'deemed' granted because the authority does not make a decision on an application before the end of the determination period, then the licence will be valid for one year.

A licence granted or deemed to be granted will not be valid beyond 30 September 2021. (Amended to 30 September 2023)

8 REFUSAL OF APPLICATIONS

If the site is deemed unsuitable for a pavement licence, or if relevant representations are made which cannot be mitigated by conditions then the application may be refused.

There is no statutory appeal process against a decision to refuse an application.

If not satisfied with a decision an applicant, make written representation to Stroud District Council's Director of Place within 14 days of being notified. The Director will review the decision within 28 days.

9 CONDITIONS

The Council's standard conditions can be found at Appendix 3. In some cases, extra measures may be required. This will be determined when assessing any application, on a case by case basis, and the council will confirm the reasons why any additional conditions have been imposed.

The Act contains two national conditions that all granted and deemed granted licences must adhere to if the council fails to publish their own conditions, or the published conditions fail to make provision for observing the national conditions. The two conditions are:

- a no-obstruction condition

- a smoke free seating condition

The council's conditions include the national conditions. The Act also allows for the Secretary of State to produce via regulations conditions for pavement licences, and to stipulate whether these conditions have effect as well as, or instead of, the conditions placed on a licence by the council. If such conditions are created, this guidance will be amended to reflect them, and all licence holders will be notified of any changes this may create.

Where a local authority sets a local condition that covers the same matter as set out in national conditions, then the locally set condition takes precedence over the national condition where there is reasonable justification to do so.

10 ENFORCEMENT

The Council aims to work closely with other enforcement authorities to enforce the provisions of all appropriate legislation. It remains the case that an obstruction of the Highway is an offence under The Highways Act 1980 and will be dealt with by the Highways Authority or the Police.

Obtaining a licence does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing, Social distancing controls, and applicants must ensure all such permissions are in place prior to applying.

If a condition imposed on a licence either by the Council or via a National Condition is breached the Council will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs.

The authority may revoke a licence in the following circumstances:

1. For breach of condition (whether or not a remediation notice has been issued), or
2. Where:
 - there are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
 - the highway is being obstructed (other than by anything permitted by the licence);
 - there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night or litter is not being cleaned up;
 - it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food but had applied for a licence where tables and chairs on which drinks could be consumed; or
 - the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.
3. The Council may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose

for which the licence was granted or deemed to be granted. For example, the licensed area (or road adjacent) is no longer to be pedestrianised. The Council will give reasons where these powers are used.

11 REVIEW PROCEDURES

This Policy covers the Temporary Permission for Pavement Licences under the Business and Planning Act which are scheduled to expire on 30 September 2021. This Policy will be reviewed from time to time should changes occur in relevant legislation, relevant social distancing measures or as a result of local considerations within the Stroud District.

APPENDIX 1 – APPLICATION FORM

BUSINESS AND PLANNING ACT 2020	APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE
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(Pavement Licences are processed in accordance with Stroud District Council's Pavement Licence Policy available on www.stroud.gov.uk)

APPLICANT DETAILS		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:		Post Code:
Phone (Home):		Phone (Mobile):
e-mail address:		
Date of Birth:		NI number:

BUSINESS PREMISES DETAILS
Trading Name:
Postal Address:
USE OF THE BUSINESS PREMISES
Which of the following is the above business premises used for? (please select ONE of the following options)

Use as a public house, wine bar or other drinking establishment	
Other use for the sale of food or drink for consumption on or off the premises	
Both of the above uses	

AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:
(Please note you are required to submit a scale plan of this area with your application)

RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for?
(please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
Both of the above purposes	

DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24hr clock.

Mondays	to	Fridays	to
Tuesdays	to	Saturdays	to
Wednesdays	to	Sundays	to
Thursdays	to		

FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway for example type and materials, quantity.

(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

DATE OF APPLICATION

Please state the date that this application for a Pavement Licence is being submitted

DECLARATIONS BY APPLICANT

I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance up to a value of £5million.

I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee of £100 has been paid.

I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

Signature:

Print Name:

Date:

Data Protection Statement:

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website www.stroud.gov.uk

Please email this form with all relevant documents listed below to licensing@stroud.gov.uk

The following Documents should be submitted with this form

1. A plan showing the location of the premises marked by a red line
2. A plan clearly showing the proposed area to be covered by the pavement licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must include:
 - positions and number of the proposed tables and chairs and any other items of furniture to be placed on the highway.

- building line
 - kerb line
 - furniture layout
 - points of access and egress
 - position of any lighting columns, litter bins, road signs or other existing street furniture
3. Photos or brochures showing the proposed type of furniture
 4. Evidence of public liability insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million
 5. Photograph showing that the public notice has been placed at the proposed site
 6. Evidence of payment of fee which will be either on-line payment receipt or telephone payment receipt

APPENDIX 2 - TEMPLATE SITE NOTICE

BUSINESS AND PLANNING ACT 2020 NOTICE OF APPLICATION FOR GRANT OF A PAVEMENT LICENCE

I / We(1)

Do hereby give notice that on (2)

I / we have applied to Stroud District Council for a pavement licence at:
.....
..... (3)

Known as..... (4)

The application is for:
.....
.....

..... (5)
Any person wishing to make representations to this application may do
so by emailing licensing@stroud.gov.uk before the end of :

..... (6)
The application and information submitted with it can be viewed at:
www.stroud.gov.uk

Signed

Date (7)

Guidance notes on completing this notice of application

Complete the notice by putting the following information in the numbered spaces:

- (1) Name of the applicant
- (2) Date the application is made (submitted)
- (3) Postal address of the premises
- (4) Name the premises is known by
- (5) Brief description of application (e.g outdoor seating to the front of the premises for serving of food and drink).
- (6) Last date for representations being the date 7 days after the date the application is submitted to the local authority (excluding public holidays)
- (7) The date the notice was placed (must be the same date as (2) above)

On the same day that the application is made, a completed copy of this notice must be fixed to the premises so that it is readily visible to, and can be read easily by, members of the public who are not on the premises. It should be secured so that the notice remains in place until the end of the 7-day public consultation period which will start the day after the application is made

Failure to comply with this requirement will make the application invalid or may lead to the revocation of any licence granted or deemed granted.

APPENDIX 2 - STROUD DISTRICT COUNCIL CONDITIONS FOR PAVEMENT LICENCES

Please note that these conditions are not an exhaustive list. Each application will be considered on its own merits and individual, specific conditions may be attached where deemed appropriate.

Where a licence is deemed granted, the applicant is deemed to be a 'licence holder' and is required to comply with all of the below conditions. In such circumstances, references to 'licensed area' should be understood to mean the area proposed for licensing within the application.

National Conditions

1. The licence holder must ensure that no activity undertaken by them by the placing of furniture on the highway will:

(a) prevent traffic, other than vehicular, from:

(i) entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),

(ii) passing along the relevant highway, or

(iii) having normal access to premises adjoining the relevant highway,

(b) prevent any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,

(c) prevent statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or

(d) prevent the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.

2. The licence holder must ensure clear routes of access are maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in the Department for Transport's Inclusive [Mobility document](#).

3. Where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.

Local Conditions

4. Permission to operate a pavement café does not imply an exclusive right to the area of public highway. The licence holder must be aware that Stroud District Council and others (e.g. town and parish councils, police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements or any other reasonable cause. This may mean that the pavement café will need to cease operating and/or be removed for a period of time. On these occasions there would be no compensation for loss of business.

5. Tables and chairs must not be placed in position outside of permitted times. When the licence is not in use, all tables and chairs and other furniture must be stored securely inside a premises away from the highway.

6. The licence holder must ensure that furniture is positioned in such a way so as to ensure compliance with the relevant Government guidance on social distancing that is in place at any particular time and that staff can service the space in a manner that does not compromise their health and safety or the health and safety of customers.

7. Unless another more restrictive condition has been attached to the licence in response to particular concerns raised during the public consultation period, the licence holder must not place any furniture on the highway in pursuance of this licence before 08:00hrs on any day and must remove all furniture placed on the highway in pursuance of this licence when the premises closes or by 22:00hrs on any day, whichever is the earliest.

8. The licence holder must at all times hold a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million.

9. The area of the highway covered by the licence must be kept clean and tidy at all times. This will include washing down the area, and removing any refuse and litter on the highway in the vicinity of the removable furniture.

10. The licence holder shall not use or allow to be used any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio, or television receiving sets in the area of the highway covered by the licence.

11. The licence holder is not to make or cause to be made any claim against the District or County Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.

12. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions (see Appendix 3).

13. The licensee should ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.

14. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority.

15. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc, will be recovered in full from the licence holder by Cotswold District Council or the Highway Authority.

16. The premises must ensure that if alcohol is sold from the business that all necessary permissions under the Licensing Act 2003 are in place.

17. The licence must be displayed on the premises with a plan of the agreed layout of the pavement café and the types of furniture that have been agreed to be used on the highway.

18. Stroud District Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.

19. The licence holder must ensure that the area covered by the licence is monitored regularly by staff to ensure that all of the conditions above are being adhered to.